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**BEACON HR/PAYROLL IMPLEMENTATION PROJECT
DELIVERABLES ACCEPTANCE PROCESS**

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# 1. INTRODUCTION

The deliverables sign-off process is intended to provide a convenient method for the State to receive project deliverables.

## 1.1. Objectives

Provide OSC with:

- Deliverables turnover consistent with the System Integration Agreement between North Carolina Office of State Controller and BearingPoint, Inc.

- Provide appropriate notification that the State has received deliverables by the established due date

- Establish a formal start for the State's deliverable review period

- Provide a formal sign-off sheet for each deliverable that will be retained as part of document control.

# 2. Deliverables Acceptance Process

## 2.1. Overview

This document governs the submittal, review and approval of all Beacon HR/Payroll Implementation Project deliverables pursuant to Attachment A to the System Integration Agreement between North Carolina Office of State Controller and BearingPoint, Inc. As specified therein, Microsoft Office 2003 applications constitute the project standard for the generation and presentation of deliverables.

This document specifies the procedures which will be followed to verify that each deliverable satisfies the appropriate acceptance criteria and to provide sign-off once verification is established.

## 2.2. Deliverable Standards

Each deliverable will comply with the State's requirements and expectations for that deliverable. This applies to both the content and format of the deliverable.

The State will provide parameters for each deliverable in a timely manner. Samples of project deliverables will be provided to team members to clarify understanding and avoid miscommunication. State and BearingPoint team members will mutually develop templates, procedures and guidelines for deliverables.

### 2.2.1. Deliverable Walkthroughs

Team leads will facilitate sessions for early, informal reviews of each deliverable prior to formal submission to the State. This approach is intended to identify needed corrections early in the deliverable development process and provide a high level of confidence in the accuracy of the deliverable. By the time of formal submission, the project management team will have the required level of familiarity and comfort regarding the deliverables content and accuracy.

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## 2.3. Deliverable Submission

Each deliverable will be submitted to the State Program Director within the timeframe specified in the currently baselined project schedule. Each deliverable submitted will comply with agreed upon standards and acceptance criteria.

> As specified in the System Integration Agreement between North Carolina Office of the State Controller and BearingPoint, Inc., each deliverable submission will be announced orally. This announcement will be accompanied by contract correspondence that clearly identifies the deliverable, the deliverable details, and the deliverable submission date.

## 2.4. Deliverable Review

Each deliverable will be reviewed by the State to validate that the deliverable conforms to the acceptance criteria specified in Attachment A to the System Integration Agreement between North Carolina Office of the State Controller and BearingPoint, Inc. Project staff will be available during the review period to provide clarification and explanation regarding deliverable contents. Deliverable submission will be spread out over a reasonable period of time so as not to create an inordinate demand on the State project team members. Should the State not accept, or partially accept, a deliverable, an additional review period will be designated upon resubmission.

The review periods specified for deliverables meeting different review criteria as specified in the System Integration Agreement between North Carolina Office of the State Controller and BearingPoint, Inc. are given in section 2.6 of this document.

## 2.5. Deliverable Sign-Off Procedure

A deliverable is not considered final until formal acceptance by the state. The State will provide notice of acceptance by signing the Approvers form provided for each deliverable. Receipt of authorized signatures on the Approvers form will signify that the deliverable is acceptable and conforms to appropriate standards and acceptance criteria. The Approvers form will constitute the "letter of acceptance" referenced in Section 9.5 (b) (iii) of the System Integration Agreement between North Carolina Office of the State Controller and BearingPoint, Inc.

Should the State determine that a deliverable is not acceptable or is partially acceptable, the State will provide written notice, in a form acceptable to the State, providing details regarding the reasons for non-acceptance or partial acceptance. Receipt of non-acceptance or partial acceptance will initiate a process of evaluation, modification, resubmission, and re-review. This cycle will continue until the State provides acceptance of the deliverable as specified in the preceding paragraph of this document.

## 2.6. Deliverable Review Criteria

The State Controller has, and retains, the right to delegate to the State Program Director and others the authority to provide formal approval for deliverables by the means specified in Section 2.5 of this document.

As specified in the System Integration Agreement between North Carolina Office of the State Controller and BearingPoint, Inc., deliverables will be reviewed according to the following schedule:

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| Invoice Value of Deliverable | Deliverable Review Period |
|---|---|
| $\geq$ $500,000 | Notice of acceptance or rejection is not more than ten (10) days from receipt of all materials needed for review. |
| $\leq$ $250,000 | Notice of acceptance or rejection is not more than five (5) days from receipt of all materials needed for review. |
| $250,000 $\leq$ $499,999 | Notice of acceptance or rejection is not more than five (5) days from receipt of all materials needed for review. If EPMO or Steering Committee approval is required, then not more than ten (10) days from receipt of all materials needed for review. |
| Monthly Project Management Costs and Go Live Support invoices | Notice of acceptance or rejection is not more than three (3) days from receipt of all materials needed for review. |

## 2.7. Deliverable Acceptance Recordkeeping

Upon final approval all signed-off deliverables will be returned to BearingPoint. The final approved deliverable shall be retained by BearingPoint and copies provided to the State.

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